

## **MANDATORY DEDICATION CHECKLIST**

Please provide the following items for efficient processing of dedications. Each item is required at a certain step in the review/preparation process. Missing items could result in processing delays and/or rejection of the submittal.

### **ALL SUBMITTALS:**

- ☐ 1. Completed application. (Project Title e.g.: TM 5432, TPM 12345, UY 4321, STP 08-012)
- ☐ 2. Current Preliminary Title Report, dated within the last 6 months, showing ownership; trust deeds or other estate that may ripen into fee. Certain types of dedications can be accomplished with only a Lot Book Report, if you wish to use this form of report, please contact Real Estate Services in advance to determine project eligibility.
- ☐ 3. Identify signatories for the signature block. Provide documentation showing their authority to sign, include officer name(s) and their title(s), (if applicable).
- ☐ 4. Assessor's page with subject property highlighted.
- ☐ 5. Copy of Grant Deed (vesting document) of subject property.
- ☐ 6. Engineering quality map, plat, or sketch of dedication area on an 8½" x 11" sheet, suitable for recording. (For road dedications, map should show Official centerline.)
- ☐ 7. Legal description of dedication - double-spaced with Land Surveyor's stamp, along with closure tapes/calculations (for strips of land, centerline description is preferred).
- ☐ 8. Provide electronic copies of all legal descriptions, AutoCAD files, and closure tapes/calculations.
- ☐ 9. Copies of all referenced documents and support data mentioned in the legal description; i.e., referenced maps, recorded documents.
- ☐ 10. Contact information for Land Surveyor, including current address and phone number.
- ☐ 11. Name of contact person(s) you are working with in the Department of Planning and Land Use and Department of Public Works.
- ☐ 12. Copy of Notice (Conditions) of Approval or Negative Declaration, Resolution or other authority making request for dedication.
- ☐ 13. A processing deposit of \$500 per ownership for the first document, \$200 per each additional document plus \$100 per Subordination Agreement (Trust Deed). Additional fees will be charged for each re-submittal or additional review and for requests to expedite processing.

### **ADDITIONAL REQUIREMENTS - Open Space & Drainage/Flowage Easements:**

- ☐ 14. For **Open Space Easements** - Submit Map stamped "Approved" from Environmental Analysis Division (EAD) of Department of Planning and Land Use, (if available).
- ☐ 15. For **Drainage/Flowage Easements** - Submit Improvement Plan stamped "Approved" from Land Development Division of Department of Public Works, (if available).

Due to certain review procedures we are required to observe, the processing of documents usually requires a **minimum** of 10 working days. Please plan accordingly.

Please direct inquiries to:

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**COUNTY OF SAN DIEGO  
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REAL ESTATE SERVICES DIVISION (MS O200)  
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BUILDING 2, ROOM 110  
SAN DIEGO, CALIFORNIA 92123**

**County of San Diego**  
**Department of General Services**  
**Real Estate Services Division**

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